

## Routine Respite with Room and Board included-Family Managed (RP6) Service Description

### **General Description:**

Routine Respite with Room and Board included-Family managed (RP6) provides one-on-one and overnight care to give relief to, or during the absence of, the normal caregiver. RP6 is always provided in the private residence of the RP6 provider, and is never provided in the consumer's home. RP6 includes payment for room and board.

**Limitations:** The provision of RP6 in terms of duration and location will be based on the annual amount allocated by the DHS/DSPD's Region to the person/family and the person/family's preference. This code includes payment for room and board when provided as part of respite care in a setting approved by the State that is not the person's private residence, though it is generally used to provide services in the home or private residence of the provider.

Routine Respite with Room and Board included –Family managed (RP6) services are available to those persons participating in the Self-Administered Services method, only.

### **Population Served:**

The Employee will serve people currently receiving services from DHS/DSPD with intellectual disabilities and related conditions, and acquired brain injury, as defined in Utah Administrative Rule R539-1.

<http://rules.utah.gov/publicat/code/r539/r539.htm>

### **Employee's Qualifications:**

Non-licensed Employees must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code Section 62A-5-103.

<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

Employers must be enrolled as an approved Medicaid Provider with the Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Employee. Employees must also agree to participate in any DHS/DSPD provided Medicaid training.

Employee shall demonstrate knowledge of emergency evacuation procedures for fire and other disasters as well as knowledge of proper nutrition and meal planning.

Employees must demonstrate competency (in the services covered by the contract), as determined by the Employer, in addition all applicable education, and training must be completed before the delivery of any supports to persons and performing any work for persons without supervision.

The Employer must ensure that the Respite staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

Employees must pass a BCI background check through the Department of Human Services, Office of Licensing and have a record of the BCI results in the staff record.

<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

All staff rendering services under this service description shall be at least 16 years of age.

### **Specific Training Requirements**

Employees shall receive specific training that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service. Training shall be conducted by qualified trainers

with professional experience and knowledge in providing services and supports to persons with intellectual disabilities and related conditions, and brain injury.

Employees shall complete and achieve competency in specific training areas 1 through 8 within 30 days of employment or before working unsupervised with a person. Competency for RP6 staff may include knowing where to find information or who to contact in case of a question or unusual event.

1. Medication competency:
  - a. Identification of medications and medication side effects specific to the person, and
  - b. Recording and documentation of self-administration of medications
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Preferences and non-negotiable routines specific to the person.
7. Significant functional limitations and disabling conditions specific to the person.
8. Employees and Employee's staff providing ABI services shall demonstrate competence or awareness in the following areas:
  - a. Effects of brain injuries on behavior,
  - b. Transitioning from hospitals to community support programs including available resources,
  - c. Functional impact of brain changing,
  - d. Health and medication,
  - e. Role of the direct care staff relating to the treatment and rehabilitation process,
  - f. Treatment plan and behavioral supports, and
  - g. Awareness of the Family's perspective on the brain injury.

**Direct Service Requirements:**

- A. Person-Centered Planning: Employees shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.
  1. The Employee is responsible for implementing the applicable portion of the ISP's Action Plan (ISP/AP). The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
  2. Once the ISP/AP has been developed, the Employee must orient the person to the portion of the plan that pertains to the Employee and ensure the person is involved in its implementation.
  3. Employer shall submit Monthly Summaries to DHS/DSPD.
  4. If RP6 services are rendered on a continuing basis to the person, the Employee, as a member of the person's Team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make

adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.

**Staff Support:**

Actual type, frequency and duration of support will be defined in the person's ISP/AP based on the person's assessed needs. Employee providing this service within providers' homes shall serve no more than four persons per staff at any one time including the provider's own minor children under the age of 14.

**Rate:**

RP6 includes payment for room and board charges. RP6 includes payment for routine respite services. RP6 does not include payment for exceptional care needs. RP6 includes daily rate only.

RP6 day rate is equal to six hours or more of respite services. For overnight stays, a Employee may bill for the day the person came and not the day the person left if the person is there less than 6 hours. The person must have a full six hours stay to qualify for a daily rate.

Personal belongings (clothing, personal hygiene products) and medicine must be provided for and accompany the person and the Employee is not responsible to provide these accommodations.